

MSUAASF Meet and Confer
September 20, 2007
WA 303 1:30 PM

Attending: C. Janney, R. Wheeler, D. Williams, D. Berge, L. Meidl, B. Schneider, R. Davenport, S. Olson, M. Brock, J. Johnson, S. Jessen, L. Wildt, L. Lamb, R. Straka, M. Hodapp, P. Swatfager-Haney, M. O'Sullivan, A. Johnson

Meeting Chair: Joel Johnson

Information Items

- A. Minutes of June meeting were distributed and approved
- B. MSUAASF President's Report—Joel Johnson
- Johnson stated that ASF is appreciative of the small group meeting of bargaining unit heads and Dr. Davenport
 - Membership has questions on COOP templates. There seems to be some confusion. Had heard that there was a deadline of December 1 to have templates submitted. B. Schneider stated that there is still work to be done on this.
 - ASF general membership meeting was held Friday, September 7. List of member concerns was put in written format and given to Dr. Davenport. President Davenport gave a written response to those concerns to Johnson. A copy of the list of concerns in the letter to the president is below.

MSUAASF

Minnesota State University – Campus Association
Minnesota State University Association of Administrative and Service Faculty

September 12, 2007

To: Dr. Richard Davenport, Campus President
Minnesota State, Mankato Cabinet Members

From: MSUAASF Executive Board

Dr. Davenport,

The following is a list of concerns submitted to the AASF Executive Board by a broad representation of MSUAASF members during our September membership meeting. Our members have requested these concerns be forwarded to the

Minnesota State, Mankato Senior Administration for review, discussion, and resolution.

The AASF Meet and Confer Team respectfully requests these talking points be entered as our requested Meet and Confer agenda items for the September 20th Meet and Confer, and future meetings as required, to effectively address each concern.

List of Membership Concerns:

- **Membership Concerns with Vision and Direction of Institution, Inclusive of Enrollment Management Planning and Implementation**
 1. Concerns with strategy of enrollment growth for institution. The core rationale for growth has not been effectively addressed to the campus community. Members have been clear in their feedback that there is not internal buy in, to a strategy of planned growth for institution.

Rationale:

1. Membership perception that administration is chasing budget deficits with enrollment target increases.
 - Membership perception that no new resources have been allocated to support the fall 2007 enrollment growth.
 1. Directly conflicts messages from administration that growth will not be afforded without support and additional services messaged at the EMC retreat in Spring
 2. Lack of appropriate preparation before increasing enrollments targets for fall 2007, resulting in questions of student service
 - What is the specific programmatic rationale for growth?
 1. Why should we grow as an institution?
2. What are the enrollment targets for fall 2008?
 - Offices need to know now for appropriate planning
 - Where will the targeted growth occur for next year, on campus or off campus?

Status of Minnesota State, Mankato Budget

- Why a possible deficit when campus has experienced enrollment growth? *Presented budget scenarios from the Spring EMC retreat do not appear to have been accurate or possible to implement*
 1. Will any money be available to support EMC recommended initiatives from Spring 07?
 1. Timeline to announce decisions to campus?
 2. Is budget reductions or reallocation of existing budgets warranted for this fiscal year, or planned for next fiscal year?
 1. If so, AASF Executive board requests appropriate consultation and opportunity to participate in strategic planning to limit impacts on both students and our employees
 3. Discussion of what is our budget priorities and specific dollar amounts allocated in support of such priorities are requested discussion items for future Meet and Confers
 1. Please note it is the position of the AASF Executive Board that it is inappropriate to be publicly discussing budgetary impacts of employee salary negotiations/settlements to the Minnesota State, Mankato budget, while bargaining is in progress.
 2. Requested transparency within the budget planning process
- Membership has generated questions regarding how Minnesota State, Mankato can afford the development of new buildings, with the announced Trafton debt service/annual operating costs announced as a negative impacts to the fiscal 2008 budget
 1. Trafton coming on line cited as one of the reasons for budget concerns for this year. Quoted estimated impact of \$600,000 to the overall Minnesota State, Mankato budget.
 2. Current enrollment growth has been an attributed need to balance current fiscal

2008 budget. Contradicts the presentations at the EMC retreats in spring, attributing enrollment growth with new available revenue to fund Enrollment Management efforts

- Changes to signature process for grants and contracts. Move to have Divisional VP charged with all signatures.
 1. Rationale for change?
 2. Timing concerns for obtaining signatures and completion of contracts
 3. Institutional liability
 4. Members informed and adequately trained on new procedures

Strategic Initiatives

- Stated vision for institutional direction is perceived to not tie into planning and implementation directives received by and currently a part of members work assignments
- Too many new initiatives without finalizing results of past years initiatives. Lack consistency or clarity to end results of committee work contributed by members.
 - What happened to the prior year initiatives like Health and Wellness, International programs?
 - Are they finished and removed as a priority?
 - Funding available to continue work, if they remain an institutional priority?
- Transparency within the decision making process for funding of Strategic Priorities.
 - How are these funds allocated?
 - Results of allocation from last year's round of applications to be published?
 - Timeline for informing campus?
 - Perception that much of the money allocated to Strategic Priority Funding is now moved to base for Fiscal 06 and 07 initiatives
 - Is base funding what this funding had been earmarked?
 - Limits availability for support of initiatives presented by members this past fall term.
- Reports from Strategic Planning Committees, why not made public for employee review and comment?
- AASF has continued to request a list of committees since late spring of 07. To date, AASF has not received this requested list.

Campus Master Plan

- What is the current status of the Minnesota State, Mankato Master Plan?
 1. AASF is not aware the committee has been successfully meeting or providing feedback to administration, yet changes to the plan are perceived to be occurring
 1. What is the status of the planning committee?
 2. When will they next meet?
 3. What can AASF Executive Board expect to be the involvement of our members in Campus Master Planning Process?
 4. Communication Concerns, example- new Art work by Campus Recreation Center not publicized to campus community
- Perception from members that space for all offices and classrooms needed to support growth are currently not included within existing Campus Master Plans.

Campus Security

- Membership concern with level and attention to planning and drilling for emergencies on campus
- Status of COOP templates?
- Status of emergency drilling on our campus?
 - Seems to be a State MNSCU priority as presented to State AASF Executive Board, has not seemed to follow on our campus
- Need for an increase in staffing for full time security officers

Process for Approval of New Positions

- Perceptions this is not a data driven process
 - What is the process?
 - What data is required for submission?
 - How does the approval process work?
- Has this process been consistent and fair?
 - *AASF requests benchmark data for new positions added for fiscal 2007*

Smoking Policy

- How will this be enforced?
- Negative impacts on student staff members charged with enforcement
- Neighborhood impacts

Status of Incentive Awards

- What is the status of proposals submitted in May?
- Why have members not been informed as to the status of their proposal per contract language?

Work Place Environment

- Concerns with integrity of hiring process on campus and its impact to morale. Membership perception that some searches lack integrity, transparency, and consistency per stated rules and regulations

Based on received concerns and questions by a stratified and representative portion of our membership, combined with the published goal of establishing a positive work environment, it is clear these questions and concerns are having a detrimental impact on the working environment and overall morale of employees within our bargaining unit.

As such, the AASF Meet and Confer team feel these items require timely response and appropriate action. We look forward to our continued dialogue with administration.

Minutes of Sept. 20 (continued).

C. MSU President's Report—Richard Davenport

- Shared governance is critical. In the spirit of shared governance President Davenport has set up monthly meetings with the heads of bargaining units.
- Received the list of ASF membership concerns from Johnson and response was compiled which was given to Johnson at the meeting today.
- Feels that MSU is off to a good start this year. Enrollment is good, budget looks good but we have to look ahead.
- Planning a two year college presidential tour. The goal is to increase transfer student enrollment. This will involve a lot of work as it is very

clear that there is a lot of competition for the recruitment of transfer students.

- Planning a pancake breakfast on Homecoming. The breakfast will take place from 7:30 to 10 AM near the football field.
- President has been invited to go on the Governor's tour to India. He is the only college president that will be on the tour. The tour will take place October 19-26. He will look to build relationships, partnerships and study abroad tours.
- Dr. Davenport will chair the search committee for the President of Metro State. Wilson Bradford has resigned and is going to Florida Gulf Coast University.
- Dr. Davenport is co-chair of the MnSCU IT committee. \$5 million has been allocated to campuses. MSU, Mankato will receive about 10% of the \$5 million.
- Berge stated that she had heard that some of the IT positions to support infrastructure have not been filled. An example is that the position of Jim Lindberg was not filled after his retirement. She feels that these positions not being filled have a direct result on service to students. Dr. Davenport asked her to compose an email on these concerns.
- Johnson asked of any if the IT funds allocated to campuses would go for Web Development. St. Cloud has a brand new impressive Web Site.
- Davenport stated that R. Straka has been appointed to the allocation peer review committee. This committee will review some MnSCU institutions that are not financially stable.

D. Vice President of Student Affairs' report

- Thanks to all members for hard work during opening of school year
- NEF 2311 compared to 2138 last year
- Retention rate is 79.7% compared to 77.6 % last year.
- Diversity is up from 7.5% to 7.8%
- Show rate of NEF's went down slightly to 42.9%--Berge stated that this could be the ease of on-line applications. It is an easy process and it is not expensive. Dr. Davenport feels that we need to evaluate this and come to some understanding of why it happened. It also could be that the staffing and ability to go out recruit students is underfunded compared to other institutions.
- Caucus night is February 5, 2008

III. Action Items

A. Policy Updates—Malcolm O'Sullivan

- All policies reviewed and signed by the president are on the Web Site
- Tomorrow he will call for policies for review

IV. Discussion Items

A. Title Change—Richard Davenport

- Dean Michael Fagin will become the Vice President of Institutional Diversity. This is a change in title only, but it sends a strong message about the importance of diversity on this campus.

B. Human Resources topics—L. Lamb

- An updated roster on searches in progress, completed searches resulting in hires, vacancies posted including classified positions was distributed
- She had questions regarding the data that ASF is requesting. HR does not get involved until positions are okayed. J. Johnson said that ASF wants to know what is the process for requesting new positions?

C. Enrollment Management Discussion—Scott Olson, Patricia Swatfager-Haney

- Going back to 2 day summit in April. Proposals were presented. Walt Wolff, Henry Morris, Provost Olson, and VP Swatfager-Haney read through the proposals. 1. Need to show investment results. 2. Recruitment Goals. 3. Retentions Goals. 4. Re-engineering. We need a mix of up front monies and responsive monies. A model is being drafted and will come through the meet and confer process.

D. Budget Update—Rick Straka

- Will have 6% reserve
- Sense that budget will be okay if variable of inflation falls where we planned
- Johnson asked if the funding level that was talked about at the retreat be possible. Straka stated that we only received 3.09% from MnSCU and we expected more. We will have to do some re-engineering and reallocation.

E. Strategic Initiatives—J Johnson

- A. Johnson discussed the draft of a report card for strategic planning and initiatives. This will be a prelude to kicking off other strategic priorities.

F. Campus Master Plan—R. Straka

- 50% complete
- Master plan is five year plan
- Work group of last year will be a sub-committee
- Will need 1 representative from bargaining unit for new work group

G. University RFP and Contract Process—A. Johnson

- Attempting to identify contracts that should be discussed at meet and confer. Draft of the process was distributed.

H. Tobacco Free Policy—R. Straka

- Will ask for members from bargaining units to form work group and draft policy by October 24.
 - Looking at Tobacco free policy, not just smoke free policy. Dr. Davenport feels that this will be in the news.
- I. Financial Aid: Last Date of Attendance Reporting Requirements:
- Per requirement by Federal Government, we must document a student's last day of attendance. It is critical to the liability of our institution and to student financial aid implications.
 - Challenge is how to get faculty to do this.
- J. College of Extended Learning
- A directive from the Chancellor to enhance programs
 - Discussion needs to take place of what the structure of this college should look like
- K. Great Work Place—Lori Lamb
- Will send an email to form a working group
 - This is a long term process
 - Continuous improvement issue
- L. Planning and Assessment Organization—Avra Johnson
- Enlarge existing IFO committee by forming a university wide committee
 - IFO needs to go through the process of changing their constitution so this can happen.

Meeting adjourned at 3:00 PM

Minutes recorded and respectfully submitted by:

Sandi Jessen, ASF secretary